

RTS / RGRTA COMPANY VEHICLE INCIDENT REPORTING INSTRUCTIONS

☐ IMMEDIATELY NOTIFY RADIO CONTROL	Notice to Operator: Do not discuss this incident with anyone except transit representatives and, if required, the police. Completing the following form as completely as possible will help you prepare your report. Location:
FOR INSTRUCTION	Date:
	Did police respond? Yes No Department:
☐ DO NOT MOVE YOUR VEHICLE UNLESS	• • • • • • • Part I for Vehicular Accidents (Other Vehicle) • • • • • • • • • • • • • • • • • • •
	Address:
DIRECTED BY RADIO CONTROL, ROAD	Owner's Name (If different):
SUPERVISOR, OR POLICE. ADVISE RADIO	Vehicle Make, Model & Year: Plate #: State:
CONTROL OF ANY SAFETY CONCERN.	Insurance Co.: Policy #:
CONTROL OF ARVI SAFETT CONCERN.	Bus was: _ Standing _ Moving Approximate speedmph Weather Conditions: _ Clear _ Cloudy _ Rainy _ Snowy Road Conditions: _ Dry _ tcy _ Slushy _ Snowy _ Wet Injuries?: _ Yes _ No if so, who was injured, what was the apparent nature of the
☐ CHECK FOR INJURIES AND REPORT TO RADIO	injury?
	Damage to the Transit Vehicle?: Yes No If so, describe:
CONTROL	Damage to the Other Vehicle?: Yes No if so, describe:
	Damage to the Other Property?: Yes No If so, describe:
☐ DO NOT DISCUSS WHO IS AT FAULT	Other Incidents w/ Injuries
DO NOT DISCOSS WHO IS AT FACET	Was the injured person: ☐ Boarding Front Door ☐ Boarding Back Door ☐ Alighting Front Door ☐ Alighting Back Door ☐ Outside Bus - How Far From Bus? How far was bus from curb?
☐ FOLLOW DIRECTIVES ISSUED BY ROAD	☐ Carrying packages ☐ Using Handrails Did the injured person use: ☐ Cane ☐ Walker ☐ Wheelchair
	Other mobility device (identify)
SUPERVISOR	Injured person's footwear: Type: Condition: Bus was: Standing Moving Stopping - approximate speed before
	began stopping: mph Weather conditions: ☐ Clear ☐ Cloudy ☐ Rainy ☐ Snowy
☐ GIVE ONLY NECESSARY AND REQUESTED	Road conditions: Dry Dry Slushy Snowy Wet Injuries: Identify, to the best of your ability, the apparent nature of the injury
•	suffered by each injured individual:
INFORMATION TO POLICE	
	ossessessessessesses Both
☐ USE THE ENCLOSED INFORMATION FORM	# of Courtesy Cards distributed:
	Names & telephone numbers of witnesses:
(RIGHT) TO COLLECT INFORMATION TO HELP	
YOU COMPLETE YOUR ACCIDENT REPORT	William
	Courtesy Card
	I am required to report any unusual incident which occurs while operating the bus. Please
	describe the accident or incident that just occurred. Your comments will assist us in
☐ HAND OUT COURTESY CARD (RIGHT) TO	describe the accident or incident that just occurred. Your comments will assist us in determining precisely what happened. Thank you in advance.
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REPORTING PACKET WITH DISPATCH OFFICE